

# City of Hagerstown, Maryland Status & Information Report No. 5 for 2015

February 6, 2015

To Mayor Gysberts and Members of the City Council:

## UPCOMING MEETINGS

FEBRUARY 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 No Meeting	4	5	6	7
8	9	10 4pm Special Session 4:20pm Work Session	11	12	13	14
15	16 <b>HOLIDAY CITY OFFICES CLOSED</b>	17 3pm Executive Session 4pm Work Session	18	19	20	21
22	23	24 5pm Work Session 7pm Regular Session	25	26	27	28

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Opening/Anniversaries**

- The unveiling of the seats and capital projects at the Maryland Theatre will be held on February 12 at 5:30 PM. Formal invitations will be sent out by The Maryland Theatre.
- A Grand Opening and Ribbon Cutting for Anne Arundel Dermatology will occur on Friday, February 27 at 4:30 PM. This business is located at 1185 Imperial Drive, Suite 200 in Hagerstown.
- A Grand Opening and Ribbon Cutting for Regenerate located at 20 West Washington is slated for Monday, March 9 at 4:30 p.m.

2. **Events**

- The Cabin Fever Bash will be held at the Maryland Theatre and will feature the Homemade Jamz Blues Band. Tickets went on sale this week and are \$15. The sponsors are the Herald Mail, Antietam Cable Television, Volvo, Antietam Brewery, M&T Bank, and the Maryland Theatre.
- The Western Maryland Blues Fest is just beginning its fundraising campaign and a number of sponsors have already committed. Sponsorship packages were sent out this week.
- Currently, the Western Maryland Blues Fest is accepting submissions for the children's t-shirt art.

- The City of Hagerstown, Washington County Government and the Community Free Clinic announced this week that the St. Patty's Day Run for Your Luck Event is now a Running Fest including a one mile walk, a 5k course, a 8k course and a 1/2 marathon. Fed Ex Ground has helped to make it possible by donating \$5,000.
3. **Volunteers:** The Volunteer Program is continuing. Bev David has been speaking with general volunteers, event volunteers and others. We are in need of three more volunteers.
  4. **City Market:** A new vendor, April Perez, has started at the Farmers Market. She has specialty artisan bread, pretzels, cookies and crackers. Her business is Blessing's Sweets. Visit her on Saturday at the Market.
  5. **This Week's Headlines and Media Releases:**
    - Homemade Jamz Blues Band to Headline Cabin Fever Blues Bash
    - Media Conference: St. Patrick's Day Run Fest
    - E-casts:
      - New Standards for Merchandise on City Center Sidewalks
      - Support the Blues Fest in City Center!
      - Get Your Tickets Now for Cabin Fever Blues Bash!!!
  6. **Channel 25:**
    - Watch the City Newsroom at the top of every hour. This week's news stories include:
      - St. Patrick's Day Run Fest Media Conference
      - Black History Month Promotion
      - Boy Scout Builds Birdhouses in Parks for Eagle Scout Project
      - Clearing the Way: On the Road with Public Works
      - Special Broadcasts:
        - ▶ Divided Valor - Saturday and Sunday at 2:00 PM
    - In production:
      - Black History Month Tribute with Doleman Black Heritage Museum
  7. **Websites:**
    - City Website:
      - ▶ About 6,100 users visited [www.hagerstownmd.org](http://www.hagerstownmd.org) for the week of January 26 - February 1, 2015.
      - ▶ Top entrances (first page users accessed on the website):
 

◇ Home page	2,158 users
◇ Jobs page	402 users
◇ Utility Billing page	254 users
      - ▶ Top Searches:
        - ◇ "pay water bill"
        - ◇ "property taxes"
        - ◇ "recycling"

- engageHagerstown:
  - ▶ Total Participants: 415
  - ▶ Unique Visitors: 7,945
  - ▶ Page Views: 42,864
  - ▶ Current topics:
    - ◇ What are your ideas for naming the new trail that will connect the Arts & Entertainment District with City Park?
    - ◇ What are your ideas for strengthening and expanding workforce development in our community?
    - ◇ What would you like to see populating storefronts in Hagerstown's City Center?
    - ◇ What are some creative ideas for enhancing programming and operations at The Greens at Hamilton Run?

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued**

- 44 South Cannon Avenue – Whikauf Heavenly Jewelry Designs – online and craft fair sales of handcrafted jewelry.
- 216 West Franklin Street – Caribbean Restaurant – sit-down restaurant

2. **Planning Commission:** The Planning Commission will consider the following on February 11:

- Trilogy II – Light Business Park – Site Plan Amendment to Add Signage.
- Kiwanis Park – 371 Dynasty Drive – Public Park and Canoe Launch (Phases 2 and 3) – Site Plan and Amendment to Forest Conservation Plan for Light Business Park.
- 2014 Land Management Code Text Amendments – Consideration of comments received at public review meeting; and recommendation to Mayor and City Council.

3. **Historic District Commission:** The HDC will review the following on February 12:

- 449 North Potomac Street – Robert Cochran Insurance – Fence.
- 170 West Washington Street – City of Hagerstown – New Windows, Roof, and Exterior Paint Removal.
- 2 West Washington Street – Public Square Café/Myung Sook Shin – Sign and Grant.
- 50 Rochester Place (above 43 South Potomac Street) – Robert Stouffer, Architect – Replace all windows and doors on upper floors.

4. **Partners for Smart Growth Conference:** The Planning Director attended Friday's session of the Partners for Smart Growth conference in Baltimore last week. Topics of note for the day were addressing blight in Detroit, attaching job considerations to publicly-subsidized development projects in Baltimore, and development of the redevelopment master plan for the White Flint area.

5. **Land Use Council Meeting:** Staff attended the Land Use Council meeting on February 5<sup>th</sup> to present the Planning Commission's draft package of amendments to the Land Management Code. About 20 folks were in attendance – mostly from the land development professional services community. The Planning Commission held the record open on their public hearing to February 7<sup>th</sup>.

6. **Weekly Activity Report:** January 26–30, 2015

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	2	Residential -	1	Commercial -	1	Other -	0	1
Electric	7	Residential -	4	Commercial -	3	Other -	0	7
Plumbing	12	Residential -	8	Commercial -	3	Other -	1	12
Mechanical	3	Residential -	3	Commercial -	0	Other -	0	3
Engineering Dept.	26							27
<b>TOTAL</b>	50		16		7		1	50

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 0.00	\$ 3,819,698.00
Commercial	\$ 18,000.00	\$ 35,953,940.00
Apartment	\$ 0.00	\$ 7,909,543.00
Sign	\$ 0.00	\$ 213,592.00
<b>TOTAL</b>	<b>\$ 18,000.00</b>	<b>\$ 47,896,773.00</b>

<b>RENTAL LICENSING PROGRAM</b>		
	<b>PROPERTIES</b>	<b>UNITS</b>
Total registered or invoiced for 2014-2015 program	3,452	9,473
Registrations received weeks of January 26 – 20	2	8
New applications issued weeks of January 26 – 30	2	8
Percentage of total invoiced that have registered & paid	99.5 %	99.5 %

<b>PAYMENT</b>	
Weekly payment received	\$ 600
Weekly adjustment/credits	\$ 0

<b>INSPECTIONS</b>	
<b>TYPE</b>	<b>NUMBER CONDUCTED</b>
Building	26
Electrical	33
Plumbing	25
Mechanical	5
Safety	44
Neighborhood Vitality	75
Quality of Life	19
Preventive Maintenance	19
Planning & Zoning	3

<b>INSPECTIONS KEY:</b>	
<b>Categories of Conditions</b>	
Safety	Conditions which are or reasonably present a hazard to occupant or public. <u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property <u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. <u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. <u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance. <u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

## PARKS & ENGINEERING

1. **Community Garden.** Located at 513 South Potomac Street, we have started construction of the new community garden. To date, we have received 22 applications to participate in this new community event.
2. **Kiwanis Park.** A new park located at 371 Dynasty Drive (off of Eastern Boulevard), we completed excavating for the new parking lot and are removing/hauling away all the excess soil. Stream restoration work will commence next week.
3. **Tommy "202".** We continue to work on our own version of Thomas the Train which will offer train rides during some of our special events. The frame work is now complete; the next process is to cover with aluminum. We ordered two carts which will be converted into train cars, to be pulled behind the "Tommy 202" engine.
4. **Recreation News**
  - *New Fit Fido Adventure Walks:* We have added another rec program to our line-up! Join us for Fit Fido Adventure walks in March and April. In partnership with Atta Pup Training, experience a six-week course where you and your pup can get active together! Spend an hour walking, running and performing adventure obstacles for an hour each class, to be held in various City Parks. For more information and to register visit: [www.hagerstownmd.org/fitfido](http://www.hagerstownmd.org/fitfido)
  - Fifteen people attended the "candlelight" yoga at the golf course....very positive feedback received.
5. **Tourist Attraction Signs.** Assisted Andrew Sargent to submit applications to State Highway for Interstate signs to City Park, Fairgrounds Park, Stadium and other Hagerstown sites.
6. **Bids Received this Week**
  - Western Cedar lumber for arbor/pavilion in Pangborn Park
  - Tree boxes for 000-block East Franklin Street
  - Design of Pedestrian upgrades at intersection of Walnut Street and Antietam Street including APS, ped lights and handicap ramps.

### 7. Engineering Division Items

Traffic issues		
Description	Week of 1/30/15	Calendar Year-to-date
Traffic complaints received	2	19
Work Orders completed	0	12
Traffic counts completed	0	0
Construction Projects		
Description	Week of 1/30/15	Calendar Year-to-date
Projects advertised for bids	4	7
Projects under construction	7	7
Projects completed	0	0

## POLICE DEPARTMENT

### 1. STATS

Calls for Service:	1,413	Field Interviews:	70
Arrests/Warrants Served:	22	Moving Violations:	47
Domestic Violence Calls:	20	Parking Violations:	
DUI Arrests:	2	Safety Repair Orders:	19
Reports Filed:	124	Warnings:	114

## 2. REPORTS

- **01/31/15:** Officer Bauknecht responded to Baltimore Street for the report of an assault. CRS transported the victim to Meritus Medical Center where the officer was able to speak with the victim with the help of an interpreter. The victim stated he was assaulted by his roommate and sustained a cut above the right eye and a possible broken nose. The officer advised the victim that he could file charges at District Court against his roommate if he would decide to do so. No further information is available at this time.
- **02/01/15:** Officers Goggin and Keefer were dispatched to Winter Street for a report of a theft from a motor vehicle. The victims stated when they returned home they witnessed two unknown black males closing the doors on their vehicle and then ran from the scene on foot. Damage was done to the vehicle and a 4GB Apple iPod was missing. Photographs of the vehicle were taken. No further information is available.
- **02/02/15:** Officer Spigler responded to CVS on North Cannon Avenue in reference to a theft in progress. Upon arrival the officer noticed a black male with some unusual looking lumps in his pants. He approached the male and asked to speak with him. Since the male matched the description given by Dispatch, the officer instructed the male to turn around and place his hands over his head. The male pushed the officer and began to run. The officer quickly apprehended the male, placed him in handcuffs and took him into custody. The suspect was charged with Theft less \$1,000, Assault 2<sup>nd</sup> degree, Resisting Arrest, Fail to Obey Lawful Order. The total loss to CVS was \$83.50.

## 3. PRESS RELEASES

- On Monday, February 2, 2015 officers from the Hagerstown Police Department were dispatched to Locust Point Market on South Potomac Street for a report of an armed robbery. The investigation revealed that a suspect, armed with a knife, demanded and got away with an undisclosed amount. Upon further investigation, it was determined there were actually four suspects, all of which have been apprehended. Charges are pending.

## 4. OTHER NEWS/INFORMATION

- **Crisis Intervention Team (CIT) Training: A Goal for HPD.** Chief Holtzman has placed Crisis Intervention Team training as a top priority this year for HPD. A crisis can be defined as a moment in time when an individual in your charge loses rational, and at times even physical, control over his own behavior. This can be challenging to the police officers responsible for intervening. Trained CIT officers are able to interact with crisis situations using de-escalation techniques that improve the safety of the officer, consumer, and family members. In addition, the law enforcement community is able to provide care and help to consumers by directing individuals in need of special treatment to appropriate facilities and mental health professionals. The rise in the number of crisis related calls in our community has prompted Chief Holtzman to plan for this specialized training.
- **Narcotics Task Force - Drug Arrest.** On Tuesday January 27, 2015, agents with the Washington County Narcotics Task Force conducted a drug investigation in Hagerstown's West End. During the operation, agents used a confidential informant to purchase crack cocaine from an individual. Agents had previously made two purchases from this individual who primarily sold crack in the West End of town. On Tuesday when agents moved in to arrest this individual, he attempted to flee and was subsequently arrested. He was charged with three counts of distribution of CDS.

## PUBLIC WORKS

### CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	1	1
Fire	0	0
Human Resources	0	0
Light	3	0
Parks & Engineering	0	2
Police	9	10
Public Works	6	2
Wastewater	0	3
Water	7	2
<b>Weekly Totals</b>	<b>26</b>	<b>20</b>

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

### SNOW COSTS

Storm No.	Date	Labor	Overtime	Totals
1	11/26/14	\$4,450	\$905	\$5,354
2	01/04/15	\$0	\$285	\$285
3	01/06/15	\$4,008	\$2,843	\$6,851
4	01/12/15	\$3,254	\$2,455	\$5,709
5	01/14/15	\$1,627	\$30	\$1,657
6	1/21/15	\$1,906	\$1,081	\$2,986
7	1/23/15	\$0	\$13,328	\$13,328
8	1/25/15	\$4,347	\$14,270	\$18,618
9	1/29/15	\$1,724	\$5,076	\$6,800
10	02/01/15	\$0	\$4,510	\$4,510
Totals		\$21,316	\$44,783	\$66,099
Salt				\$124,815
Vehicle & Equipment Repairs				\$67,091
Total Expenses				\$258,005
FY15 Snow Budget				\$358,900
<b>Budget Balance</b>				<b>\$100,895</b>

### <sup>1</sup>AFTER-HOURS CALL OUT DATA

	Issues for January 2015	January	December
Street Issue			
Parking System			
Traffic Signal	Controller damage; signal on flash	2	4
Traffic Signs			
Building Maintenance			
Fleet Maintenance			
Weather Related	Icy street or bridge	2	1
Property Issues			
Misc.			
<b>Total</b>		<b>4</b>	<b>5</b>

<sup>1</sup>After-hours call out data includes contact with Public Works typically by Washington County Emergency Management. The issues can vary from debris in the street (tree or tree limbs, glass, etc.), traffic signal operations (signal goes into flash operation), traffic signs (call outs are usually only for STOP or YIELD signs), parking system issues (gates at either deck malfunction, equipment malfunctions, etc) to fleet maintenance issues. The call outs reported here involve a supervisor being contacted about an issue after normal working hours. Field personnel may or may not be contacted depending upon the issue.

**STREET SWEEPING DATA**

Month 2015	Number of Miles of Streets Swept
January	358

Public Works typically operates two street sweepers everyday from Monday through Friday. Sweepers do not run on City designated holidays, heavy rain days, severe inclement weather (heavy rain, snow, etc.) or when temperatures are much below 32° F. Many streets in the core of the downtown are permanently posted for weekly cleaning. Streets outside of these areas are manually posted by staff on a regular basis.

**UTILITIES DEPARTMENT**

**ELECTRIC DIVISION**

**Problem Areas.** Recent call-outs included:

- Thur. 1/29 - 1080 Virginia Avenue- partial outage; repairs made to triplex service. Time Out: 15.2-16.5
- Sun. 2/1 - 1500 Pennsylvania Avenue, Western Maryland Hospital- total outage; lineman found no problems with our facilities and advised customer problem was internal. Time Out: 13.4-14.8

**Distribution:** Recent activity included:

- Metering Staff received five high bill complaints this week. Upon testing, meters were found to have met all Public Service Commission requirements.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
19	0	2	0

**Engineering** Staff worked on the following projects:

- Multiple permit reviews and service upgrade requests have been performed.
- Streetlight facilities have been added to the electric model in the GIS environment.
- The Staff Engineer continued review of electric facilities for the A&E Trail.
- The Staff Engineer and Substation Technician continued work on HLD communications for SCADA telemetry. We are studying "new to HLD" communication technologies to determine if they will be useful on the HLD SCADA communications system.
- Staff reviewed safety chevrons that are becoming more prevalent across the nation to catch the eye of distracted drivers in hopes to steer them clear of stopped utility/safety vehicles. Emergency vehicles typically have lime green and red safety chevrons, HLD utility vehicles would carry lime green and fluorescent orange similar to AT&T, Columbia Gas, and Verizon vehicles. This specification will be included on all new utility trucks purchased for HLD use.

**Administration**

- Staff has been in contact with First Energy Solutions, at their request, regarding an interconnection agreement that includes the five metering points on the Potomac Edison distribution system.

**WATER DIVISION**

**Plant Flows - System Demand (MGD)**

<u>Date</u>	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
1/29/15	11.98		11.98
1/30/15	12.08		12.08
1/31/15	12.20		12.20
2/01/15	12.15		12.15
2/02/15	12.40		12.40
2/03/15	11.86		11.86
Average			12.11

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs
- Working with contractor on plant upgrades (SCADA)

*- Maintenance*

- R C Willson – Performing routine PMs
- R C Willson – Training on new Delpac system

*- Instrumentation*

- R C Willson – Finishing New Delpac system

**Water Production at Breichner**

- The Edgemont Reservoir is currently at -10.1'; the bypass and the hydrant are closed.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout, hauling spoils out of West End and are working on the 2015 -16 overlay list. We also repaired leaks on Salem Avenue and are working with the maintenance crew installing new pumps at Station # 2 on Northern Avenue.

**Laboratory**

- Completed monthly bacteriological report.
- Completed monthly distilled water check.
- Completed monthly check on autoclave.
- Requested PO for quarterly sampling of TTHM and HAA5.
- Contacted PT providers for quotes for our annual proficiency testing.
- Contacted MDE Laboratory Certification Officer for clarification on PT requirements.
- Notified our consecutive systems (Williamsport, Funkstown, and Smithsburg) of our upcoming quarterly sampling for DBPs.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Building Permit	5	

- Staff attended a planning/project meeting with Water Division staff.

- Staff met with a fire protection company representative regarding details of a proposed industrial site fire line.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, January 28, 2015	7.79	0.00
Thursday, January 29, 2015	7.74	0.00
Friday, January 30, 2015	7.22	0.00
Saturday, January 31, 2015	7.27	0.00
Sunday, February 1, 2015	6.98	0.01
Monday, February 2, 2015	7.35	0.19
Tuesday, February 3, 2015	6.81	0.00
Weekly – Avg. Flow / Total Rainfall	7.30	0.20
Jan – Avg. Flow /Total Rainfall	7.13	1.81
Feb – Avg. Flow/Total Rainfall	7.04	0.20

**Miscellaneous**

- Troubleshoot and investigate loss of power to Final 6 Clarifier. Located and replaced faulty wiring in conduit.
- Determine the cause of VFD faulting on #1 bar screen.
- Troubleshoot valves and valve actuators on 12" utility water line that serves utility water reservoir.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

**Wastewater Collection**

**SSES Weekly Progress**

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	3, 11	415	25	1
Flushing	4, 21	600		

**Collection System Maintenance Task**

- Cleaned pump impeller at station 1 (Going to remove cutter run with just vortex impeller).
- Installed Bio-bags throughout infrastructure to control FOG.
- Inspected 12909 Cathedral for Tristate Plumbing (roots at every joint but not clogged).
- Set the 4 - 4" posts at station 8, replaced block heater on station 4 generator.
- Downloaded Newgate flow meter and ran all emergency standby generators.
- Blockage call at 612 Sunset (large root ball 10' upstream from MH 21135).
- Backup at manhole 04049, inspected 214 North Colonial Drive(Clear from cleanout to main).
- Cleaned Potomac Ridge wet well for A.R.&E.
- Cleaning lines in districts 2 and 5 where we cut roots in the past.
- Took Unit 560 to CMG for B-maintenance.

- Reset pressure tube switch at 11115 Pinewood Circle, posted Locust Street to CCTV.

**Administration**

Wastewater Division – Customer Call Log Summary 2014/2015							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	0	0	0	3	6
YTD 2015	7	8	1	0	0	5	21

\* Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality

**Wastewater Laboratory**

- Notified Wastewater Division Manager of an error on the summary of last week’s wastewater plant inspection. The contract lab carrying out our permit-required WET testing is Coastal Bioanalysts, not ALS.
- Began training laboratory personnel for collection of industrial wastewater samples.
- Collected industrial wastewater sample from Volvo.
- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,

Rodney Tissue  
City Engineer